



# ATAAPS TRAINING

## Certifying Time Sheet

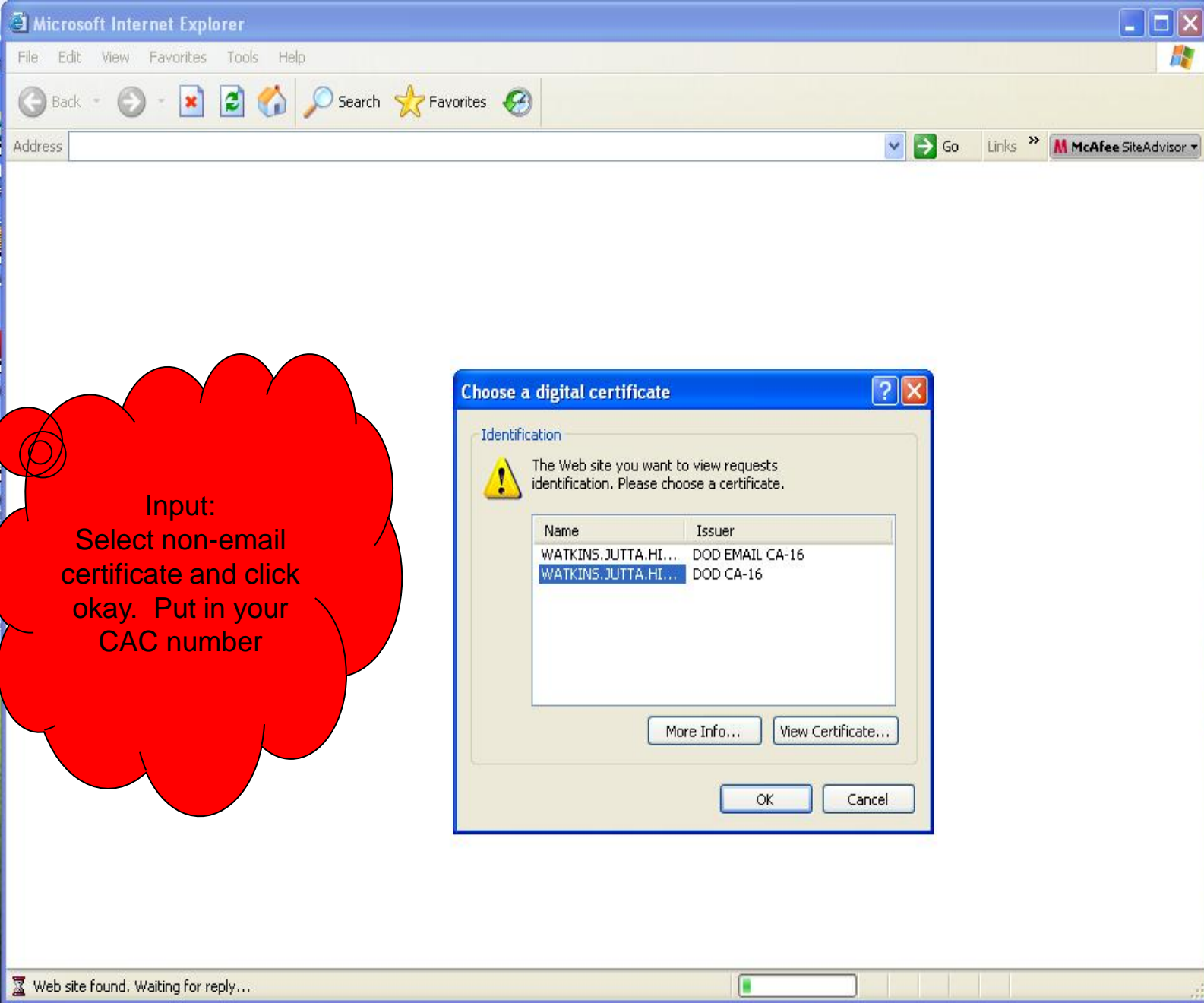




Open the following  
website:

[https://ataaps.cds.disa.  
mil](https://ataaps.cds.disa.mil)



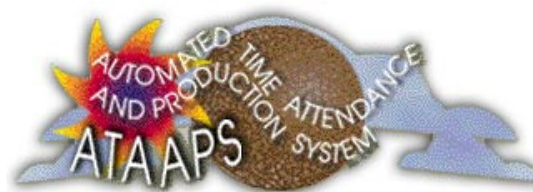


Input:  
Select non-email  
certificate and click  
okay. Put in your  
CAC number

SA LOG  
NEW.xls

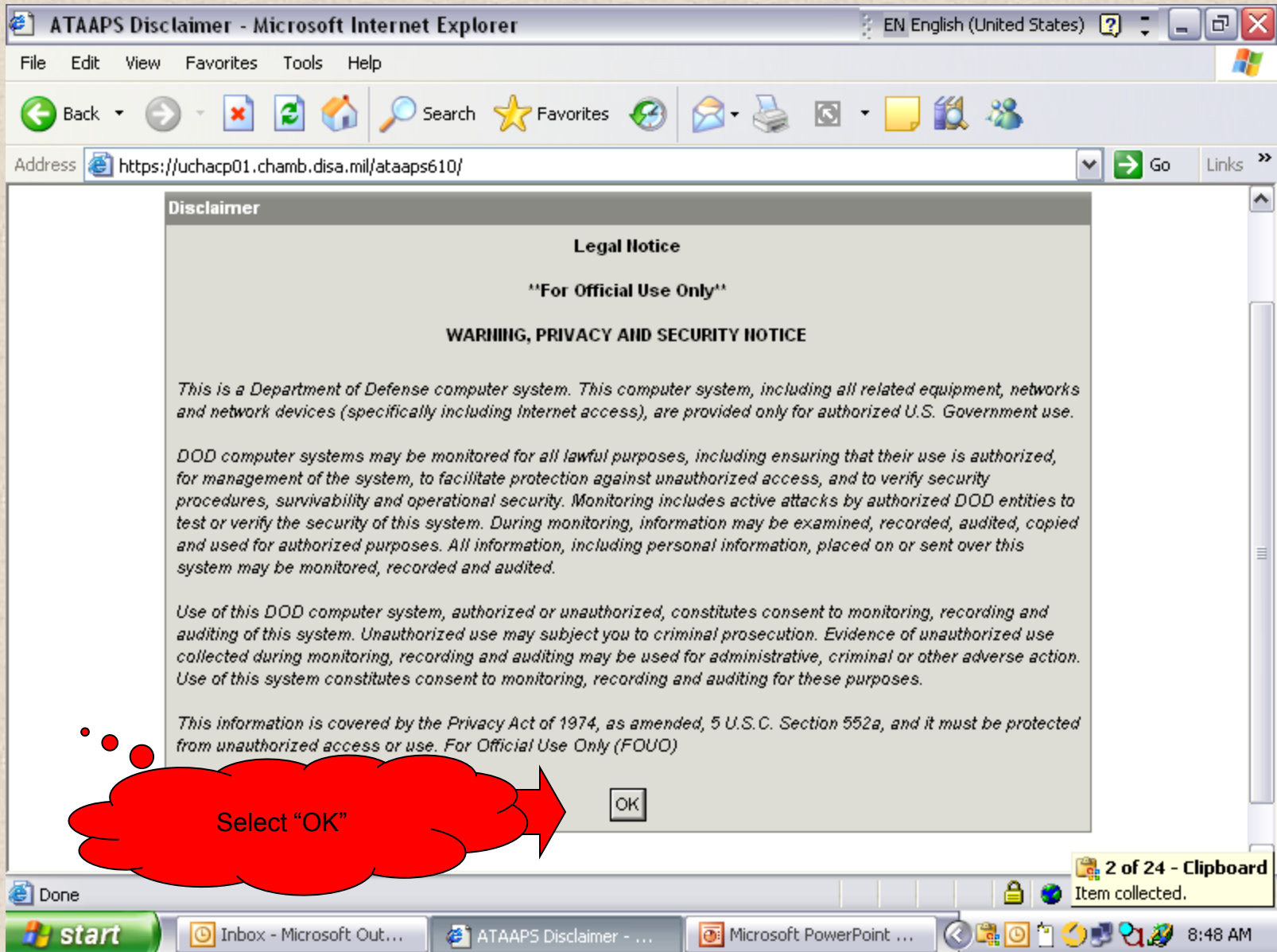
SA BLANK  
Form.xls

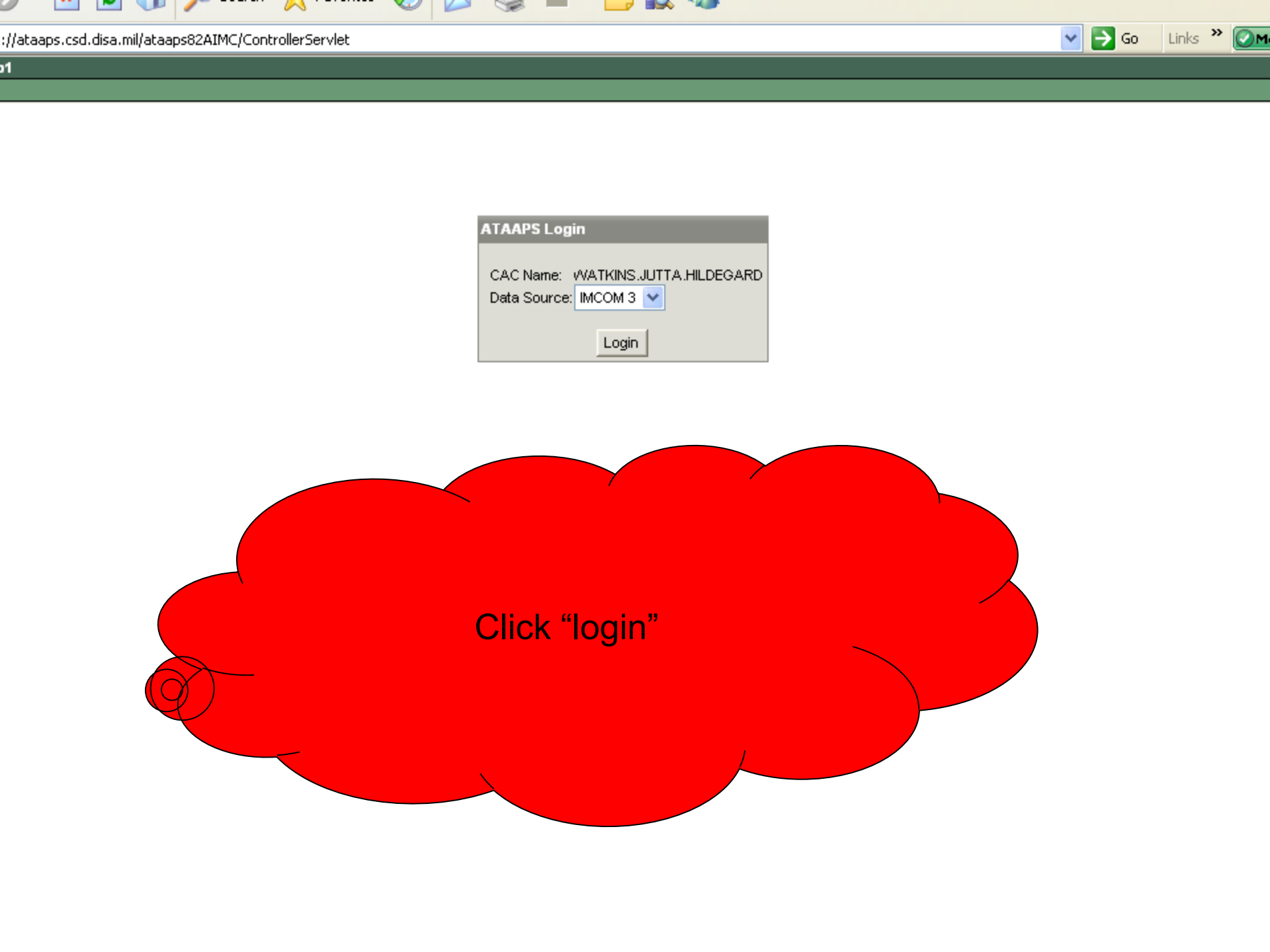
# Department of Defense ATAAPS

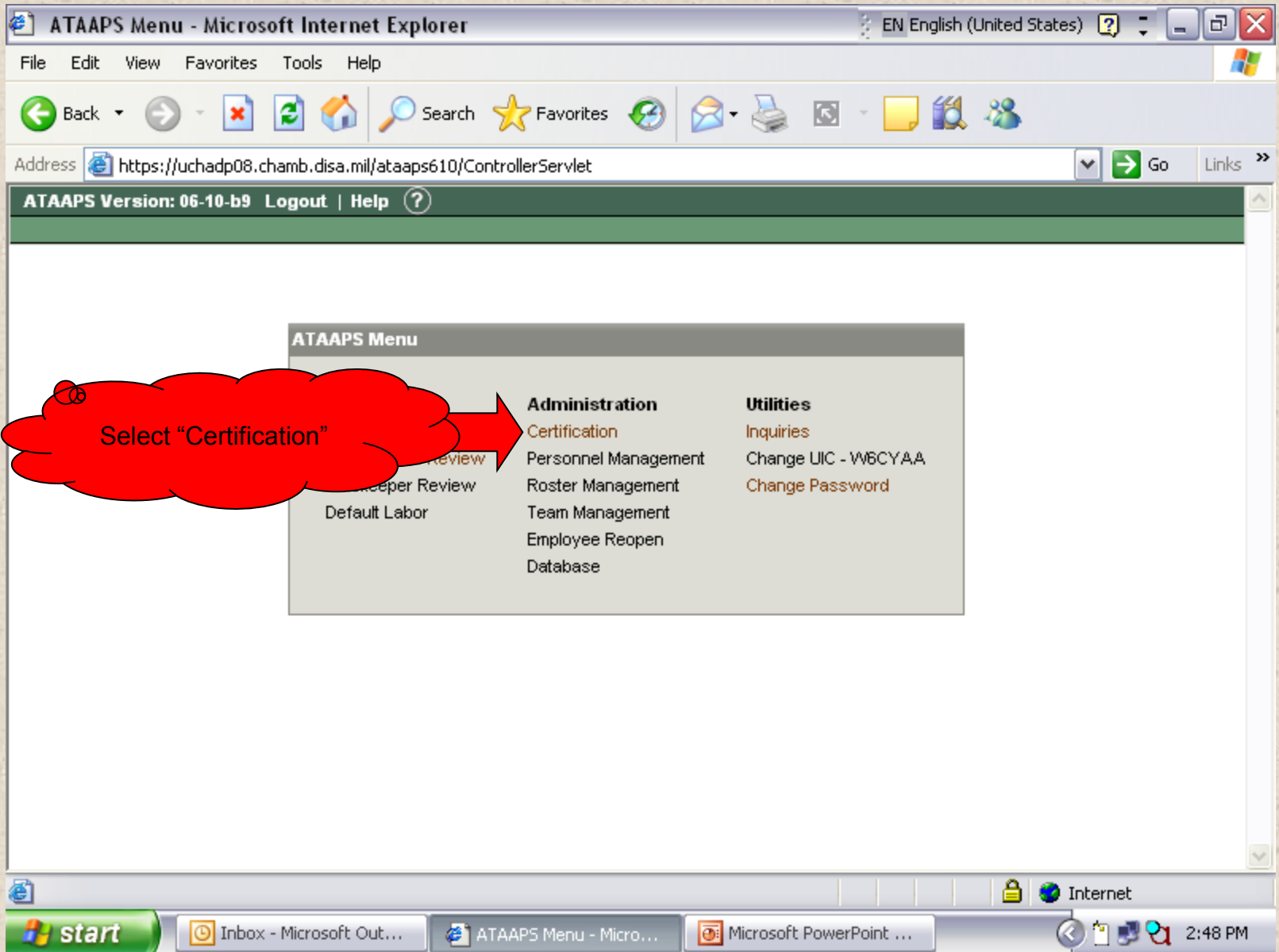


<a href="#">DISA Ver 8.2A</a>
<a href="#">DLA Ver 8.2A</a>
<a href="#">TACOM Ver 8.2A</a>
<a href="#">ATEC Ver 8.2A</a>
<a href="#">OUSD (AT&amp;L) Ver 8.2A</a>
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**Employee Information**

Logged In As: DOOSE, RONALD G UIC: W6CYAA

Roster: CC3- DRM MANPOWER

Begin Pay Period: 2006-Jun-25

Certification is not permitted until 2006-Jul-06

**Employee Information**

Detail	Certify	Concurred	Employee	SSN	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium	Certifier Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BAE, CINDY K	*** ** 8342	80.00	0.00	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BAKER, JOHN T	*** ** 6776	80.00	0.00	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BETTENCOURT, MYRON G	*** ** 9884	80.00	0.00	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MCFARLAND, THERESA L	*** ** 4693	80.00	0.00	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OKUMURA, JEAN Y	*** ** 0758	80.00	0.00	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SAVANNAH, MARY E	*** ** 3666	80.00	0.00	0.00	0.00	0.00	0.00	

Save Cancel

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Select the appropriate roster for which you certify from the drop down list



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**Employee Information**

Logged In As: DOOSE, RONALD G UIC: WBCYAA

Roster: CC3- DRM MANPOWER **CC3- DRM MANPOWER (P)**

Begin Pay Period: 2006-Jun-25

Certification is not permitted until 2006-Jul-06

**Employee Information**

Detail	Certify	Concurred	Employee	SSN	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium	Certifier Name
	<input type="checkbox"/>	<input type="checkbox"/>	BAE, CINDY K	*** ** 8342	80.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	BAKER, JOHN T	*** ** 6776	80.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	BETTENCOURT, MYRON G	*** ** 9884	80.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	MCFARLAND, THERESA L	*** ** 4693	80.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	OKUMURA, JEAN Y	*** ** 0758	80.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	SAVANNAH, MARY E	*** ** 3666	80.00	0.00	0.00	0.00	0.00	0.00	

Save Cancel

Done Internet

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Example of certifying roster name

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**Administration: Certify Window**

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**Employee Information**

Logged In As: DOOSE, RONALD G UIC: WBCYAA

Roster: CC3- DRM MANPOWER  << >> Roster

Begin Pay Period: 2006-Jun-25  << >> PayPeriod

Certification is not permitted until 2006-Jul-06

**Employee Information**

Detail	Certify	Concurred	Employee	SSN	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium	Certifier Name
<input type="checkbox"/>	<input type="checkbox"/>		BAE, CINDY K	*** ** 8342	80.00	0.00	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	<input type="checkbox"/>		BAKER, JOHN T	*** ** 6776	80.00	0.00	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	<input type="checkbox"/>		BETTENCOURT, MYRON G	*** ** 9884	80.00	0.00	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	<input type="checkbox"/>		MCFARLAND, THERESA L	*** ** 4693	80.00	0.00	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	<input type="checkbox"/>		OKUMURA, JEAN Y	*** ** 0758	80.00	0.00	0.00	0.00	0.00	0.00	

Done Internet

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Once appropriate roster is selected, choose the "Begin Pay Period"

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**Employee Information**

Logged In As: DOOSE, RONALD G UIC: W6CYAA

Roster: CC3- DRM MANPOWER [Dropdown] << >> Roster

Begin Pay Period: 2006-Jul-09 [Dropdown] << >> PayPeriod

*Certification is not permitted until 2006-Jul-20*

**Employee Information**

Detail	Certify	Concurred	Employee	SSN	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium	Certifier Name
	<input type="checkbox"/>	<input type="checkbox"/>	BAE, CINDY K	*** ** 8342	80.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	BAKER, JOHN T	*** ** 6776	80.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	BETTENCOURT, MYRON G	*** ** 9884	80.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	MCFARLAND, THERESA L	*** ** 4693	80.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	OKUMURA, JEAN Y	*** ** 0758	80.00	0.00	0.00	0.00	0.00	0.00	

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Once "Begin Pay Period" is selected, click "PayPeriod"

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Administration: Certify Window

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**Employee Information**

Logged In As: DOOSE, RONALD G UIC: W6CYAA

Roster: CC3- DRM POWER  << >> Roster

Begin Pay Period: 2006-J  << >> PayPeriod

Certification is not permitted until 2006-Jul-20

**Employee Information**

Detail	Certify	Concurred	Employee	SSN	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium	Certifier Name
	<input type="checkbox"/>	<input type="checkbox"/>	BAE, CINDY K	*** ** 8342	80.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	BAKER, JOHN T	*** ** 6776	80.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	BETTENCOURT, MYRON G	*** ** 9884	80.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	MCFARLAND, THERESA L	*** ** 4693	80.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	OKUMURA, JEAN Y	*** ** 0758	80.00	0.00	0.00	0.00	0.00	0.00	
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Done Internet

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A warning in "red" will indicated when the certification window opens.....if not already

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Employee Information

Logged In: [User] [Logout] [CYAA]

[Dropdown] [Previous] [Next] [Roster] [PayPeriod]

Once certification window is open, certify the employee's time by clicking the "certify" button next to their name

Detail	Certify	Concurred	Employee	SSN	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium	Certifier Name
	<input type="checkbox"/>	<input type="checkbox"/>	BAE, C	*** ** 8342	80.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	BAKER, J	*** ** 8342	80.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	BETT						0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>							0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	ON					0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	Y								
	<input type="checkbox"/>	<input type="checkbox"/>	SAVANNAH, MARY E	*** ** 3666	80.00	0.00	0.00	0.00	0.00	0.00	

Save Cancel

\* If an employees block is still grayed out – the employee has not completed their ATAAPS time sheet – contact employee immediately

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**Employee Information**

Logged In As: DOOSE, RONALD G UIC: W6CYAA

Roster: CC3- DRM MANPOWER  << >> Roster

Begin Pay Period: 2006-Jul-09 2006-Aug-06 << >> PayPeriod

Certification is not permitted until 2006-Jul-20

**Employee Information**

Detail	Certify	Concurred	Employee	SSN	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium	Certifier Name
	<input type="checkbox"/>	<input type="checkbox"/>	BAE, CINDY K	*** ** 8342	80.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	BAE, CINDY K	*** ** 6776	80.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	BAE, CINDY K	*** ** 9884	80.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	BAE, CINDY K	*** ** 4693	80.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	BAE, CINDY K	*** ** 0758	80.00	0.00	0.00	0.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	SAVANNAH, MARY E	*** ** 3666	80.00	0.00	0.00	0.00	0.00	0.00	

Save Cancel

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Once certification is complete, click "save"